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SITE COMMAND RELATIONSHIPS

Category: 5400.3

Sponsor:

ForO 5400.3

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FORCE ORDER 5400.3

From: Commander
To: Distribution List

Subj: SITE COMMAND RELATIONSHIPS

Ref: (a) ForO 5400.2
(b) ForO 5320.1
(c) ForO P3060.3B
(d) Marine Corps Manual
(e) Uniform Code of Military Justice
(f) Rules for Courts-Martial, Manual for Courts

Martial

(g) JAGMAN
(h) ForO P5800.6
(i) Part V, Manual for Courts Martial

Encl: (1) Site Commander Duties and Responsibilities

1. Purpose. To describe command relationships and clarify chain of command issues unique to Marine Forces Reserve (MARFORRES) sites occupied by more than one Marine Reserve unit.

2. Background

a. Reference (a) describes command relationships and chain of command relationships relating to the operational and garrison/site support missions of MARFORRES. It describes command relationships for its subordinate units and reserve sites, including Inspector-Instructor (I-I) staffs and Reserve Districts.

b. Reference (b) publishes implementing instructions for I-I staff integration into Selected Marine Corps Reserve (SMCR) units during mobilization. It details the duties of the Site Commander

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both before and after mobilization.

c. Reference (c) is germane to Site command relationships because it outlines the duties of the Peacetime Wartime Support Team (PWST). The OIC of the PWST, in the event of mobilization and the deployment of the Site Commander/I-I, assumes responsibilities as the Site Commander.

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3. Definitions

a. Site. A Site is designated as the facilities and grounds where one or more SMCR units are administered.

b. Site Commander. There will be one Site Commander designated at every site. The Site Commander will normally be the senior active duty Marine officer present (Regular Component or Active Reserve, or, as described in paragraph 2c above, the PWST OIC). In the 4th MAW, however, the Site Commander may be an officer designated by the unit T/O who is subordinate to the Group Commander. He/she is responsible for maintaining the site and the execution and coordination of activities affecting units residing at the site. Enclosure (1) details Site Commander duties and responsibilities.

c. Unit Commander. The Unit Commander is the Active Duty Officer (in the case of Regimental and Group Commanders) or Reserve Officer assigned as the commanding officer or Officer-in-Charge (OIC) of the SMCR unit located at a site (or dispersed over several sites).

d. Inspector-Instructor. The I-I is a regular or active reserve officer assigned to provide daily administrative, logistical, technical, instructional, and operational support to his/her assigned SMCR unit. (Although not referred to as "I-I's" in the 4th MAW units, for purposes of this order, the term "I-I" also refers to those full-time personnel serving in those units.)

e. Senior Marine Officer Present (SMOP). The Marine Corps Manual (reference (d)), paragraph 1006.7, defines the SMOP's duties as follows: "When two or more activities of the Marine Corps are present in the same area, the senior officer in command shall coordinate all such activities unless otherwise directed by competent authority. An officer exercising coordination by virtue of the provisions contained herein shall be known as the

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Senior Marine Officer Present. Any officer who assumes the authority of this office shall notify the next senior mutual commander of this fact." In the case of MARFORRES units, the SMOP will be the senior active duty (Regular Component or Active Reserve) officer in the area. Within MARFORRES these situations exist in some major metropolitan areas (Atlanta, Chicago, Dallas, New Orleans, and San Diego, among others) where designation of a SMOP by seniority will be necessary.

f. PWST OIC. The PWST OIC is an SMCR officer who reports to the Site Commander for duty during peacetime. In case of notification of mobilization of the SMCR unit or order to activate, in the case of Mobilization Reserve Training Centers (MRTC's), the PWST is recalled and the PWST OIC assumes all Site Commander duties and responsibilities upon departure of the Site Commander. Reference (c) applies.

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4. Categories of Sites. MARFORRES encompasses almost 200 sites nationwide. While most Sites contain only one SMCR unit and Site/I-I staff, others are home to more than one, falling into one of the following five categories:

Category A: Units belong to the same Major Subordinate Command (MSC), with one I-I staff supporting all units.

Category B: Units belong to the same MSC, each with its own I-I staff.

Category C: Units belong to different MSC's (or Force Level Units), with one I-I staff supporting all units.

Category D: Units belong to different MSC's (or Force Level Units), each with its own I-I staff.

Category E: Multiple units reside at one site, with more than one I-I staff, but some I-I staffs supporting more than one unit.

5. Responsibilities

a. Site Commander. The Site Commander is the "landlord" of the site and is responsible for maintaining the site and those other duties as detailed in enclosure (1). The Site Commander will ensure that adequate funding is budgeted for all garrison support of tenant units at the site in accordance with the procedures outlined in paragraph 6 below.

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b. Unit Commander. The unit commander possesses all authority and responsibility inherent in command as detailed in the Marine Corps Manual (reference (d)). In accordance with references (e) through (i), Commanding Officers have NJP authority over all personnel assigned to the unit by T/O or official orders. Regimental, group and battalion commanders also exercise special court-martial convening authority. See reference (h). OIC's of SMCR units have the same authority as those OIC's of the regular component.

c. Inspector-Instructor. In those categories (A, C and E) where the I-I/Regimental/Group Commander is responsible for more than one unit, the I-I's/Regimental/Group Commander's traditional duties apply equally to each unit. He/she is the reporting senior (or, as appropriate, the reviewing officer) for all active duty, including active duty Navy, personnel assigned in support of those units. In accordance with references (e) through (i), the I-I/Regimental/Group Commander has NJP and, in the case of battalion/squadron levels, Special Court-Martial authority over all active duty personnel on his/her staff, unless withheld by superior authority. All active

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duty personnel fall under the I-I's/Regimental/Group Commander's authority until that Marine or Sailor is integrated into the SMCR unit during mobilization. There are a few situations in the Force where a small unit will have one or two enlisted active duty Marines assigned to perform I-I duties. In those instances, those active duty Marines fall under the cognizance of the I-I/Regimental/Group Commander and will become part of his/her staff. In these cases, the I-I/Regimental/Group Commander will ensure that those personnel assigned to the smaller units have as their primary duties the support of those units. This does not preclude the I-I/Regimental/Group Commander from assigning additional site related duties to those I-I personnel, but care must be taken to allow the Marines to provide the necessary support to the unit to which assigned.

d. Senior Marine Officer Present (SMOP). IAW reference (d), the SMOP shall coordinate certain activities of all Sites within his area. These activities include such things as seasonal uniform changes, coordinating VIP visits to the area, and deconflicting any community outreach events as necessary. The SMOP's authority does not extend to directing other units' community outreach programs (Toys for Tots, community events, funerals, etc.). The SMOP's role is to ensure that all of the

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units are working in concert and not at cross purposes. In those cases where mutual agreement cannot be reached, the next higher common commander shall resolve the issue.

e. PWST OIC. The PWST OIC assumes all duties of the Site Commander in the event his/her active duty counterpart is mobilized and departs the area. At that point, the PWST is no longer an OIC, but a Site Commander.

6. Funding

a. General. Site Commanders who are Battalion and MAG DET level and above are designated as Fund Administrators. (There are some exceptions where Site Commanders at lower echelons are also Fund Administrators.) Site Commanders who are also Fund Administrators are responsible for ensuring the funding of all sites within their assigned area, as well as all subordinate and tenant organizations that occupy those sites. There are four primary areas for which a MARFORRES unit will require funding.

(1) Training, Exercise, and Employment Plan (TEEP) and Community Outreach Operations Plan (COOP). These are centrally managed and decentralized execution programs. The MARFORRES AC/S G-3 and AC/S G-4 serve as joint program managers of the TEEP while the Public Affairs Officer acts as the program manager for the COOP. Both the TEEP and COOP are built through the operational chain of command

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on an annual basis and approved by COMMARFORRES. The unit commander, assisted by the I-1, and under the auspices of the applicable MSC, (or, in the case of Force Level Units, COMMARFORRES) is responsible for planning the TEEP and COOP. After both documents are approved, funds are disbursed through the various Headquarters level Fund Administrators as scheduled events occur. Field level Fund Administrators are then responsible for ensuring that funds are executed in accordance with the TEEP and COOP to all units that fall within their purview, including subordinate and tenant organizations.

(2) Materials and Services. This category deals with administrative supplies for all units at a particular site. The Site Commander is responsible for determining the amount needed to support all units at the site. The Site Commander assigned as the Fund Administrator then builds the annual budget through the

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Automated Budgeting System. Funds are transferred quarterly to the Fund Administrator for execution in support of all units and sites within his purview. Of particular note here is the support of Prior Service Recruiters (PSR's). The Site Commander is responsible for ensuring the PSR assigned to that site receives adequate administrative support.

(3) Garrison/Site Support. This is for the most part a centrally managed program under the Program Management of the AC/S Facilities and includes those host tenant support requirements, Inter-Service Support Agreements, and other projects required for running the Site. This program also provides some decentralized funding for local telephone bills, minor construction, and fuel for GSA vehicles, all executed under the Fund Administrator's discretion. There are other programs under this category that provide centrally managed and funded services like copiers and pagers to all sites in the Force.

(4) Administrative TAD/ADSW. This category provides funds to support active duty temporary active duty and Active Duty Special Work (ADSW). It is the Field Fund Administrator's responsibility to plan, budget and execute these funds in support of all assigned units and sites. Some ADSW funds are centrally managed by HQ MARFORRES (i.e., CMC Boards, Special Projects, etc.). These funds can either be disbursed to a field fund administrator for execution or executed by the particular HQ MARFORRES program manager.

b. Disputes about Funding. In those case where a unit commander believes he/she is not receiving adequate funding from the Fund Administrator, appeals will be made through the chain of command to the next senior mutual commander for resolution.

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c. Force Level Unit Sponsorship. The following HQ MARFORRES Department Heads are assigned as sponsors for Force Level Units regarding all funding issues.

AC/S G-3: 3d and 4th ANGLICO; 3d and 4th CAG
AC/S G-2: CIT's, ITT's, 4th FIU, and 4th SCAMP

d. Prior Service Recruiter Administrative Funding Support. CG MCRSC will monitor the support of all PSR's in the Force and resolve any issues with the applicable Site Commanders through the parent MSC. In cases where resolution cannot be reached,

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COMMARFORRES will make a final determination.

7. Situations not Covered by this Order. In all cases not covered by this Order, the affected commanders shall develop Memorandums of Agreement to specify appropriate procedures. Where agreement cannot be reached between the commanders, the next senior mutual commander shall make the determination.

8. Action

a. Commanding Generals, 4th MARDIV, 4th MAW, 4th FSSG, and MCRSC; Force Level Commanding Officers and I-I's; and Force Level OIC's. Ensure procedures and policies established herein are implemented.

b. AC/S G-2. Assume duties as staff sponsor of all CIT's, ITT's, 4th SCAMP, and 4th FIU. Coordinate with respective CO's, OIC's, and I-I's in TEEP planning and ensuring adequate garrison funding for these units.

c. AC/S G-3. Assume duties as staff sponsor of 3d and 4th ANGLICO, and 3d and 4th CAG. Coordinate with the respective CO's and I-I's in TEEP planning and ensuring adequate garrison funding for these units.

9. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

//Signed on 21 July 99//
D. M. MIZE

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SITE COMMANDER DUTIES AND RESPONSIBILITIES

1. The Site Commander serves as the "landlord" and supports all units at the site. The duties and responsibilities of the Site Commander are as follows:

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a. Maintaining site facilities.

b. Executing and coordinating all activities which affect units collocated at the site. The following list of activities are specifically within the purview of the Site Commander:

(1) Mobilization.

(2) Site maintenance.

(3) Community outreach.

(4) Casualty assistance.

(5) Family assistance and the Family Readiness Program.

(6) Toys for Tots Campaigns, etc.

(7) All other site support related duties and functions within their RTC's geographical area of responsibility.

(8) All other duties and responsibilities as assigned by higher headquarters.

c. Ensuring that collocated units receive their fair share of facility support. Site funds are allocated and designated by Marine Forces Reserve to support the population of the site (vice a specific unit), in such areas as contracts, utilities, phones, allocation of space, ADPE assets, and all other resources regardless of unit or MSC affiliation unless otherwise agreed to in an MOA.

ENCLOSURE (1)